**NATIONAL ENDOWMENT FOR THE**

# Humanities

# GRANTS.GOV INSTRUCTIONS FOR APPLICANT ORGANIZATIONS

*These instructions should be read in conjunction with NEH application guidelines. The guidelines describe the narrative and budgetary materials that you need to prepare as part of your application, as well as offering program-specific guidance on assembling your application for Grants.gov.*

## REGISTER OR VERIFY REGISTRATION WITH GRANTS.GOV

All organizations must submit their applications for NEH funding via Grants.gov Workspace. Before using Grants.gov for the first time, each organization must have an Employer Identification Number (EIN) and register with Grants.gov.

The Grants.gov registration process requires completing information in three separate systems:
1. Dun and Bradstreet (https://fedgov.dnb.com/webform)
2. System for Award Management (SAM) (https://www.sam.gov)
3. Grants.gov (https://www.grants.gov/)

In order to apply through Grants.gov, the applicant organization must first have or obtain a valid Dun and Bradstreet Data Universal Numbering System (DUNS) number, and register (or have an active registration) in the System for Award Management (SAM). Note: If you are registering in SAM.gov for the first time, you must provide an original, signed notarized letter stating that you are the authorized Entity Administrator for the entity associated with the DUNS number before your registration will be activated. Read the SAM update and FAQs to learn more about this process change. **The initial SAM registration can take up to six weeks.**

Organizations must maintain active SAM registration with current information at all times during which they have an active federal award or an application or plan under consideration by a federal agency. You must therefore review and update your information at least annually after the initial registration, and more frequently if required by changes in information. Effective

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June 29, 2018, when you go to SAM.gov and log in, you will be asked to create a Login.gov user account. Your current SAM.gov username and password will **no longer work.** Applicants renewing or updating their registrations are strongly advised to know the e-mail address associated with their current SAM.gov user account. Using the same e-mail address allows SAM.gov to automatically migrate your roles. If a different e-mail address is provided, your roles will need to be reassigned. This could cause delays in renewing or updating your SAM.gov registration. You can review your organization's SAM registration here. **We strongly recommend that you verify the status of your SAM registration at least two weeks before the application deadline.**

Applicant organizations with a valid DUNS number and an active SAM registration must then register with Grants.gov. Visit Grants.gov at https://grants.gov/web/grants/applicants/organization-registration.html for complete registration information. **The initial Grants.gov registration process can take up to two weeks**.

If your organization has already registered with Grants.gov, you must verify that your registration is still active and that your Authorized Organization Representative (AOR) is current and has been approved. **We strongly recommend that you do this at least two weeks before the application deadline.** Note: Grants.gov passwords expire every 60 days. Accounts that have been inactive for one year or more result in removal of all account roles.

If you have problems registering or verifying your registration with Grants.gov, call the Grants.gov help desk at 1-800-518-4726 or email support@grants.gov.

## ACCESS THE APPLICATION FORMS ONLINE, OR DOWNLOAD THE FORMS AS PDFS

Using Grants.gov Workspace, you may either complete the application forms online or download the forms as PDFs. Information about Workspace is available here.  The NEH website provides a link to the application package on the resource page for the program to which you wish to apply. You can access the forms online or download the PDFs at any time. (You do not have to wait for your Grants.gov registration to be complete.)

NOTE: Visit Grants.gov's Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version at https://www.grants.gov/web/grants/applicants/adobe-softwarecompatibility.html**.** Even if you choose to complete the online webforms in Workspace, you will need to convert the files that you will attach (to the Attachments Form and the Budget Narrative Attachment Form) into PDFs.  If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

The application package contains five forms that you must complete in order to submit your application:

1. **Application for Federal Domestic Assistance - Short Organizational**—This form asks for basic information about the project, the project director, and the institution.

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2. **Supplementary Cover Sheet for NEH Grant Programs**—This form asks for additional information about the project director, the institution, and the budget.

3. **Project/Performance Site Location(s) Form**—This form asks for information about the primary site(s) at which grant activities will take place.

4. **Attachments Form**—This form allows you to attach your narrative, budget, and the other parts of your application.

5. **Budget Narrative Attachment Form (also known as the Budget Narrative File)**—Attach to this form **only** a copy of your institution's current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement).

When you fill out the forms, use normal punctuation and do not type using only capital letters.

## HOW TO FILL OUT THE APPLICATION FOR FEDERAL DOMESTIC ASSISTANCE - SHORT ORGANIZATIONAL

Please provide the following information:

1. **Name of Federal Agency**: This will be filled in automatically with "National Endowment for the Humanities."

2. **Catalog of Federal Domestic Assistance Number**: This will be filled in automatically with the CFDA number and title of the NEH program to which you are applying.

3. **Date Received**: Please leave blank.

4. **Funding Opportunity Number**: This will be filled in automatically.

5. **Applicant Information**: In this section, please supply your organization's legal name, address, employer/taxpayer identification number (EIN/TIN), DUNS number, website address, and congressional district of the institution.

   If your institution is located, for example, in the 5th Congressional District of your state, put a "5." If your institution doesn't have a congressional district (for example, it is in a state or U.S. territory that doesn't have districts or is in a foreign country), put a "0" (zero).

   Also choose the "type" that best describes your institution (you only need to select one).

   All institutions applying to federal grant programs are required to provide a DUNS number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution's grants administrator or chief financial officer to obtain their institution's DUNS number.

6. **Project Information**: Provide the title of your project. Your title should be brief (no more than 125 characters), descriptive, and substantive. Your title should be informative

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to a nonspecialist audience. Provide a brief (no more than one thousand characters) description of your project. The description should be written for a nonspecialist audience and clearly state the importance of the proposed work and its relation to larger issues in the humanities. List the starting and ending dates for your project. All starting dates are on the first day of a month. All ending dates are on the last day of a month.

7. **Project Director**: Provide the name, title, mailing address, e-mail address, and telephone and fax numbers for the project director.

8. **Primary Contact/Grants Administrator**: Provide the contact information for the official responsible for the administration of the NEH award (that is, negotiating the project budget and ensuring compliance with the terms and conditions of the award). This person is often a grants administrator or sponsored programs official. Normally, the Primary Contact/Grants Administrator is not the same person as the Project Director. If the project director and the grants administrator are the same person, check the box and skip to Item 9.

9. **Authorized Representative**: Provide the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "Authorizing Official," is typically the president, vice president, executive director, provost, or chancellor. In order to become an AOR, the person must be designated by the institution's E-Business Point of Contact. For more information, please consult the [Grants.gov Online User Guide](#).

## HOW TO FILL OUT THE SUPPLEMENTARY COVER SHEET FOR NEH GRANT PROGRAMS

Please provide the following information:

1. **Project Director**: Use the pull-down menu to select the major field of study for the project director.

2. **Institution Information**: Use the pull-down menu to select your type of institution.

3. **Project Funding**: Enter your project funding information. For information regarding types of funding, see [https://www.neh.gov/grants/manage/types-funding](https://www.neh.gov/grants/manage/types-funding).

4. **Application Information**: Indicate whether the proposal will be submitted to other NEH programs, government agencies, or private entities for funding. If so, please indicate where and when. NEH frequently cosponsors projects with other funding sources. Providing this information will not prejudice the review of your application.

   For **Type of Application**, check "new" if the application requests a new period of performance, whether for a new project or the next phase of a project previously funded by NEH. Check "supplement" if the application requests additional funding for a current NEH award. If you are requesting a supplement, provide the current federal award identification number (FAIN). Before submitting an application for a supplement, recipients should discuss their request with an NEH program officer.

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Enter the primary project discipline (and, if you like, the project's secondary and tertiary disciplines as well).

## HOW TO FILL OUT THE PROJECT/PERFORMANCE SITE LOCATION(S) FORM

Instructions for each requested data element may be viewed by positioning your cursor over the blank field.

## HOW TO USE THE ATTACHMENTS FORM

You will use this form to attach the files that make up your application.

Your attachments must be in Portable Document Format (.pdf). Make sure that all files in formats other than PDF (images, Word or Excel files, etc.) have been properly saved as PDF files. Do not simply rename your non-PDF files with PDF extensions. If an attachment contains multiple PDFs, you must merge those documents into a single PDF. Do not attach a zip file containing multiple PDFs.

Visit Grants.gov's Adobe Software Compatibility page to verify the compatibility of your current software or to download the appropriate version at
https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html. Even if you choose to complete the online webforms in Workspace, you will need to convert the files that you will attach (to the Attachments Form and the Budget Narrative Attachment Form) into PDFs. If you have a problem installing Adobe Reader, it may be because you do not have permission to install a new program on your computer. Many organizations have rules about installing new programs. If you encounter a problem, contact your system administrator.

When you open the Attachments Form, you will find fifteen attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, you will be able to choose the file from your computer that you wish to attach.

Please consult the application guidelines for the program to which you are applying for information about how to name each of your attachments and the order in which to attach them. This information is provided in the application checklist that appears near the end of the guidelines.

You must name and attach your files in the proper order so that we can identify them.

Note the following Grants.gov file naming conventions:  Please limit file names to 50 or fewer characters.  Do not attach any documents with the same name. All attachments should have a unique name.  Please use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing.

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## HOW TO USE THE BUDGET NARRATIVE ATTACHMENT FORM (ALSO KNOWN AS THE BUDGET NARRATIVE FILE)

The only thing that you should attach to this form is a copy of your institution's current federally negotiated indirect-cost rate agreement (or an explanation why you are not attaching such an agreement). The indirect-cost rate agreement (or the explanation why you are not attaching such an agreement) must be submitted as a PDF.

If you are not attaching an indirect-cost rate agreement, you must instead attach a brief statement explaining why. As appropriate, use one of the following explanations:

1. The applicant institution is not claiming indirect costs.
2. The applicant institution does not currently have a federally negotiated indirect-cost rate agreement.
3. The applicant institution has never had an indirect-cost rate and its charge for indirect costs will not exceed the government-wide de minimis rate of 10 percent of modified direct costs.

Note that you may not leave the Budget Narrative Attachment Form blank. Instead you must attach either the applicant institution's indirect-cost rate agreement or one of the four explanations provided above.

## SUBMITTING YOUR APPLICATION TO GRANTS.GOV

When you have completed all five forms and uploaded them to Workspace, the Workspace owner should click on the "check application" button in the forms tab on the *Manage my Workspace* page.  The button will be activated if all forms are in the Passed [Locked] status. Fix any errors. After you have done so, you are ready to have your Authorized Organization Representative (AOR) submit your application to Grants.gov.

During the registration process, your institution designated one or more AORs. When you have completed your application, the AOR must log in and go to the "Forms" tab on the *Manage my Workspace* page. The AOR should click the "sign and submit" button. The AOR will be prompted to submit his or her password before hitting the sign and submit button again.

After the submission is complete, a confirmation page will appear. This page, which includes a tracking number, indicates that you have submitted your application to Grants.gov. Please print this page for your records. The AOR will also receive a confirmation e-mail message.

NEH suggests that you submit your application no later than noon Eastern Time on the day of the deadline. Doing so will leave you time to contact the Grants.gov help desk for support, should you encounter a technical problem of some kind. The Grants.gov help desk is now available seven days a week, twenty-four hours a day (except on federal holidays), at 1-800-518-4726. You can also send an e-mail message to support@grants.gov. For purposes of verification, keep a record of any communication with Grants.gov, including a case number if it is assigned.

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## GRANTS.GOV HELP

If you have questions about registering or renewing your registration with SAM.gov, contact the Federal Service Desk Monday – Friday 8 a.m. to 8 p.m. Eastern Time at:

The Federal Service Desk:  FSD.gov
U.S. calls: 866-606-8220
International calls: +1 334-206-7828

If you need technical assistance in submitting your application to Grants.gov, contact Grants.gov 24 hours a day, seven days a week (excluding federal holidays).

If you need help using Grants.gov, refer to

Grants.gov: www.grants.gov

Grants.gov help desk: support@grants.gov

Grants.gov training documents and videos:
https://www.grants.gov/web/grants/applicants/applicant-training.html

Grant.gov support line: 1-800-518-GRANTS (4726)

Self-Service Knowledge Base:  https://grants-portal.psc.gov/Welcome.aspx?pt=Grants